

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DIRECTOR OF EMERGENCY MANAGEMENT**

Jurisdictional Class: **Competitive**

Date Adopted: **11/96**

Date Revised: **7/26/00**

Jurisdictions: **County**

Union Status: **Exempt**

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: This is an important management position. Occupant is responsible for the coordination of activities during response and rescue operations in disaster and emergency situations, as well as civil defense functions; this also includes planning and preparation for such conditions. Must be able to work with and coordinate with different units of government, as well as organizations in the private sector. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Insures that the County complies with numerous Federal and State Laws pertaining to natural disasters;

Attends seminars and training sessions sponsored by SEMO/FEMA and other relevant agencies;

Reviews and updates the County emergency operations plan;

Coordinates emergency services with medical and fire officials;

Acts as advisor and media relations function to various organizations in preparing for disaster planning;

Prepares grants and funding requests from SEMO/FEMA, etc.;

Works with National Weather Service;

Coordinates and reviews radiology programs with County radiology officer;

Helps in maintaining emergency operations center;

Maintains lists of inventory for disaster situations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of methods for responding to and preparing for disaster situations; strong ability to coordinate work efforts with outside organizations; good public relations skills; thorough knowledge of understanding and processing forms and requests; supervisory skills; good knowledge of office procedures.

MINIMUM QUALIFICATIONS:

Three (3) years of experience in a responsible position in an organization involved in readiness, response and recovery in a disaster situation, with one of said years being in a supervisory role.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.